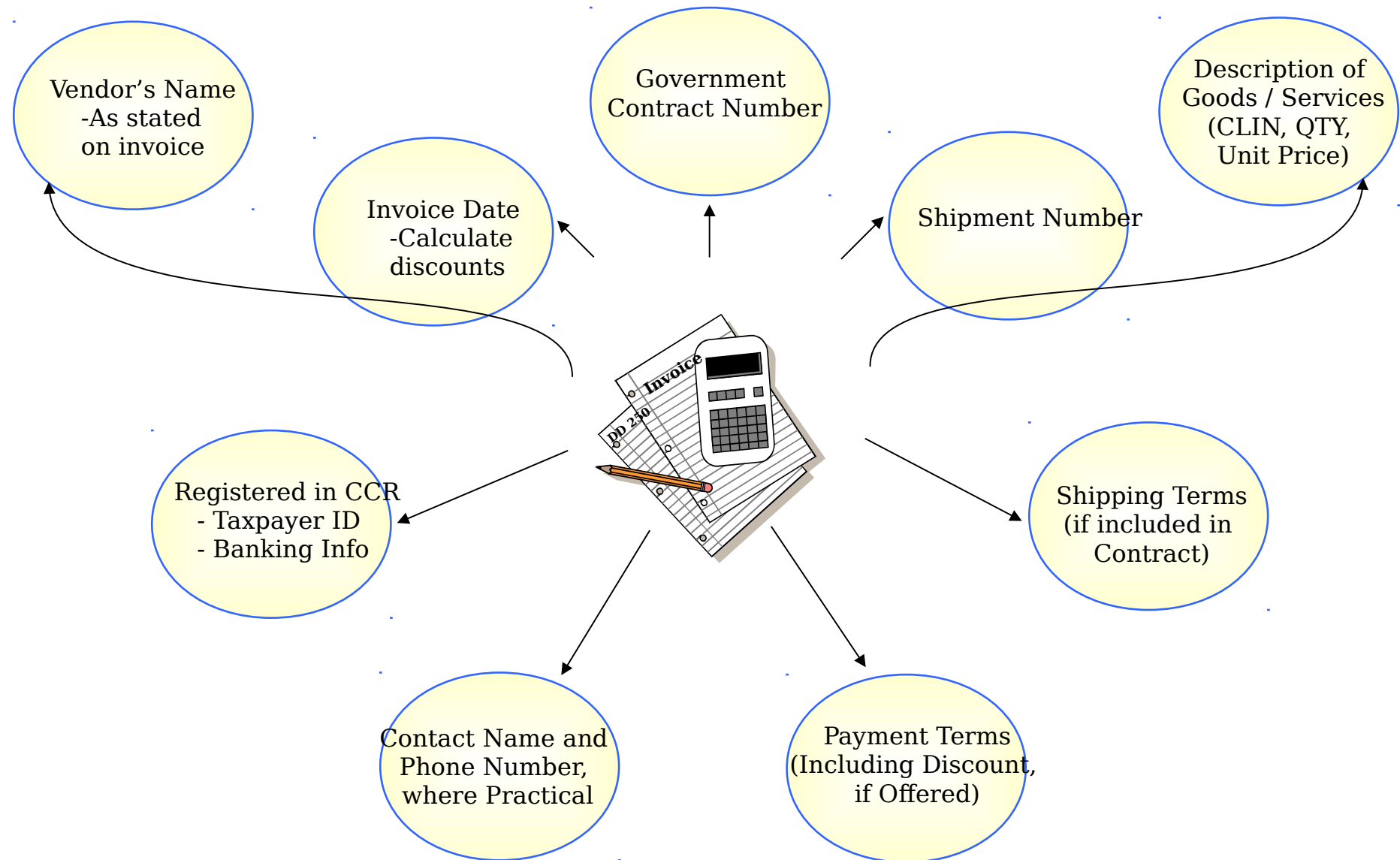




DFAS Contract Pay Operations



Requirements for a Proper Invoice





Tips To Avoid Payment Delays



- Resolve Contract Term Questions Early
 - Don't be afraid to speak up!
- Submit Data Electronically
- Provide all Pertinent Information
 - Contract
 - Invoice
 - Receiving Report
- Bill in Accordance with the Contract



Contract Pay Areas of Emphasis



- Electronic Commerce
- Refunds
- Contract Structure
- Working Groups to Improve Payment Process
- Scorecards for Contract Deficiencies
- Returned and Recycled Invoices



Returned/Recycled Invoices



- Approximately 11K Invoices are Returned Monthly
- Represents Rework for Us and You
 - Resubmission of Invoices
 - Reprocessing of Invoices
- Causes Delays in Payment
 - Slows Cash Flow



Top 5 Reasons for Returned/ Recycled Invoices



1. Input Error (E-16)
 - Internal Training
2. Non-Distribution to Terminal (E-12A)
 - The contractor must ensure proper distribution of the DD250 is made to the CAO terminal prior to resubmitting the invoice for payment.
3. Invoice Not Billed IAW Contract (E-11)
 - Item Information/ACRN Missing/Incorrect
 - The contractor should review contractual terms and submit a corrected invoice for payment.
4. Shipment Number Missing/Incorrect (E-06)
 - The contractor must annotate the invoice with a correct shipment number. The invoice may then be resubmitted for payment.
5. Recycled: Invoice not returned to the contractor (E-18)
 - DFAS has removed the invoice from the MOCAS system. The invoice will be re-input, having corrected the problem unique to the invoice.



Returned Code Variables



<u>Code</u>	<u>Description</u>
E-01	DFAS Not the Paying Office
E-02	Awaiting a Definitizing Modification
E-03	Contract Number on Invoice is Missing or Invalid
E-05	Duplicate Invoice/Shipment Number
E-06	Shipment Number is Missing or Incorrect
E-07	Evidence of Shipment Required
E-08	Invoice Requires Approval
E-09	Per Instructions of TO/ACO/PCO
E-10	Item Number Requires Verification
E-11	Invoice Not Billed IAW the Contract
E-12	Error on DD250
E-13	Inspection/Acceptance Problem
E-14	Unauthorized Overshipment
E-15	Miscellaneous
E-16	Input Error
E-17	Transportation
E-18	Invoice Not Returned to Contractor
E-19	All Other Reasons for Return to Contractor



Resources



- *WWW.DFAS.MIL*
 - Contractor Payment Information Booklet
 - Vendor Pay Inquiry System (VPIS) Information
 - Workload Statistics
- EC / EDI Initiatives
 - *ecweb.dfas.mil*
- Customer Information Guide (CIG)
 - Available on CD
 - 1.800.756.4571, Option #6